



# The County of Los Angeles invites resumes for Deputy Director, Regional Planning (UC)

*Restricted to employees of the County of Los Angeles Department of Regional Planning*

## ***The Opportunity***

The Deputy Director, Regional Planning position is unclassified and reports to the Chief Deputy. The position assists with the overall management of the department, with particular responsibility for directing, through subordinate managers, one of the major functions of the department, such as long range and community planning; subdivision approval; and zoning administration. Incumbents must exercise a thorough knowledge of a wide range of technical planning principles, as well as the principles of organizational management sufficient to plan, organize, direct, and evaluate the work of the division. Additionally, the Deputy Director, Regional Planning must possess knowledge of all laws, ordinances, and processes pertaining to the subdivision of property, the administration of zoning ordinances, and the development of community plans.

## ***Examples of Duties***

- Assists in the development of objectives, policies, and procedures for the administration of the department by participating in executive planning sessions with the Director of Planning and Chief Deputy, Regional Planning.
- Formulates division policy and plans, organizes, directs, and evaluates, through subordinate assistant administrators, the work of the division.
- Assists in directing the development of changes in organization and work processing systems, such as case processing and community plans, to consolidate functions, increase effectiveness and efficiency, enhance customer service, and reduce costs.
- Assists in the preparation of periodic reports for the Director of Regional Planning, Regional Planning Commission, and Board of Supervisors regarding identified goals, activities, and accomplishments of the department.
- Directs special surveys, studies, and investigations concerning the technical phases of planning.
- Develops and maintains liaison with public officials, various boards and commissions, other County departments, professional organizations, public institutions, and the general public in order to attain the greatest amount of cooperation for coordinated planning efforts.
- Monitors and coordinates cases related to subdivision or zoning matters or public hearings involving the preparation of community plans.
- Delivers presentations at Board of Supervisors meetings and before the Regional Planning Commission, responds on behalf of the department during public hearings and meets with community groups.



## **Salary Range**

**\$117,316 - \$177,568 (\$14)**

The successful candidate may be appointed to any salary within the range, depending on qualifications. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP).

## **Filing Period**

**April 22, 2014 – May 5, 2014**



# Deputy Director, Regional Planning (UC)

## Qualifying Education, Experience and Licenses

A Bachelor's degree in Urban Planning, Architecture, Urban Design or a closely related field and five years' progressively responsible experience in city, county, or regional planning. One year of experience must have included responsibility for formulating policy and in assigning and evaluating, through subordinate managers and supervisors, work related to land use planning, transportation policy, zoning administration or subdivision administration for a city or other geographic region with a population of at least 50,000 persons.

**LICENSES:** A valid California Class C driver license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

## Desirable Qualifications

- Master's degree in Urban Planning, Architecture, Urban Design or a closely related field.
- Member of the American Institute of Certified Planners or the American Planning Association.
- Demonstrated liaison experience with diverse community groups, private or public agencies, and planning organizations of federal, state, county, or city agencies.
- Demonstrated management skills in project development, master planning, budget administration, contract administration, and other administrative areas involved in a planning department.
- Demonstrated experience in leadership, motivation, team building, and conflict resolution.
- Excellent project management and presentation skills.

## Candidate Selection

Each candidate's experience and qualifications will be evaluated based on information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information that the candidate wishes to be considered. Only the most qualified candidates will be invited to participate in the selection process. The names of the candidates will be submitted to the Director of Regional Planning for final selection. **NOTE: A background investigation will be completed on the candidate recommended for this position.**

## Filing Instructions

Qualified candidates are invited to submit a statement of interest and their resume detailing education completed, positions held, current salary and special qualifications. Resume should include the following:

- Names of schools, colleges, or universities attended, dates attended, degrees earned and field(s) of study. Please enclose verification of licenses, degree(s), and certificates together with the resume.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number of composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.
- Information required to determine if the candidate meets the Qualifying Education, Experience and Licenses requirements and Desirable Qualifications sections of this recruitment announcement.

## Filing Instructions—continued

Please submit resume, cover letter, record of accomplishments, verification of degrees, and current salary information to the following e-mail address: **ExecutiveRecruitment@hr.lacounty.gov** by May 5 2014. Indicate the position title of DepDirRP in the subject line of your e-mail. Electronic submittals are preferred. Confidential inquiries welcomed to:

LAURA HEATON  
County of Los Angeles  
Department of Human Resources  
213.974.2674  
lheaton@hr.lacounty.gov

This announcement may be downloaded from the County of Los Angeles website at:  
<http://hr.lacounty.gov>



VOLUNTARY STATE AND FEDERAL INFORMATION Pursuant to state and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.



Recruitment services provided by the  
Department of Human Resources